

**LIBRARY/MEDIA SPECIALIST**

Primary Function: To plan and implement the library/media center's program of services to students and teachers, to formulate the library/media selection policies, and to select, organize, and administer the materials and equipment to be used in the library/media center.

Directly Responsible To: Building Principal

Directly Supervises: Selected certificated and classified library/media staff as determined by the building principal.

**QUALIFICATIONS**

1. Education – Appropriate California Secondary credential with graduate work preferred in Library Science and/or Audio Visual instruction.
2. Experience - Evidence of successful experience in a secondary library resources center is desirable.

**APPOINTMENT**

1. The Superintendent shall recommend candidates to the Board of Trustees for appointment.
2. The candidates shall be selected from among a list of qualified applicants selected through the medium of interview and examination procedures established by the superintendent.

**OPERATIONAL RESPONSIBILITIES**

The Superintendent is authorized to develop a job description for the Library/Media Specialist that will define specific areas of responsibility.